

# Goodwill Industries of Central Texas

## Application for Employment

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

YOU MUST WRITE DOWN A POSITION AND LOCATION IN ORDER FOR YOUR APPLICATION TO BE FORWARDED.

POSITION APPLYING FOR \_\_\_\_\_

LOCATION \_\_\_\_\_

WHAT IS THE MINIMUM SALARY YOU WILL ACCEPT?

\$ \_\_\_\_\_

HAVE YOU EVER BEEN EMPLOYED BY GOODWILL?

- NO  
 YES, WHEN? \_\_\_\_\_

AS AN ADULT, HAVE YOU EVER BEEN CONVICTED OF A FELONY?

- NO  
 YES, PLEASE PROVIDE DATE(S), LOCATION(S) AND DESCRIPTION OF OFFENSE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### EDUCATIONAL HISTORY

|                                     | SCHOOL NAME AND ADDRESS | COURSE OF STUDY | YEARS COMPLETED | DIPLOMA/DEGREE |
|-------------------------------------|-------------------------|-----------------|-----------------|----------------|
| GRAMMAR, JUNIOR HIGH OR HIGH SCHOOL |                         |                 |                 |                |
| UNDERGRADUATE COLLEGE               |                         |                 |                 |                |
| GRADUATE PROFESSIONAL               |                         |                 |                 |                |
| OTHER (PLEASE SPECIFY)              |                         |                 |                 |                |

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SOCIAL SECURITY NUMBER \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

### THIS IS GOODWILL

- CUSTOMER FOCUSED
- COMMUNITY ORIENTED
- FUN

### PLEASE CHECK YOUR AREA(S) OF INTEREST

#### EMPLOYMENT AT GOODWILL

- GOODWILL POSITIONS  
(RETAIL, CUSTODIAL OR OTHER)

#### GOODWILL EMPLOYMENT SERVICES

- EMPLOYMENT OUTSIDE OF GOODWILL  
(FREE JOB SEARCH ASSISTANCE, IF ELIGIBLE)
- TEMPORARY CLERICAL POSITIONS

### WHAT CAN YOU OFFER GOODWILL?

\_\_\_\_\_

### DO YOU HAVE A FRIEND/RELATIVE WORKING FOR GOODWILL?

- NO
- YES, WHO? \_\_\_\_\_

### TELL US ABOUT YOURSELF (SPECIAL SKILLS, TRADES, ETC.)

\_\_\_\_\_

**X**

APPLICANT SIGNATURE

**Mission** to provide jobs and job-related services for people with barriers to employment  
**Vision** to be the premier provider of vocational services for people with barriers to employment

Goodwill Industries of Central Texas, Inc. is an equal opportunity employer/programs. Auxiliary aids are available upon request.

## BENEFITS

All Goodwill employees who have successfully completed their 90 day orientation period and work a minimum of 30 hours per week are eligible for benefits. *Part-Time employees* receive direct deposit and access to free banking through Goodwill, employee discounts to our stores, human resources assistance through our Employee Assistance Program, profit sharing through our incentive comp. plan. *Part-Time employees* may also be eligible for retirement based on number of hours worked in a year, employee training for more education and job advancement through our training dept.

### FULL-TIME BENEFITS:

- 25% GOODWILL STORE DISCOUNT
- MEDICAL BENEFITS
- DENTAL INSURANCE
- RETIREMENT 403(B)
- LIFE INSURANCE
- TUITION REIMBURSEMENT
- GED REIMBURSEMENT
- UNIVERSITY FEDERAL CREDIT UNION  
AVAILABLE IMMEDIATELY TO ALL EMPLOYEES
- DRUG FREE
- EQUAL OPPORTUNITY EMPLOYER
- GIVE BACK TO THE COMMUNITY

## HISTORY

The first Goodwill Industries was founded in 1902 by Methodist minister Edgar J. Helms in order to provide work for Boston's destitute immigrant population. Since then, Goodwill Industries International has expanded to more than 182 cities in the US and to 34 foreign countries. Although all Goodwills share a common philosophy of assisting people with disabilities or other special needs, each Goodwill is autonomous.

Established in 1958 in Austin, Goodwill served 69 people in its first year of operation. Now, Goodwill serves more than 5000 people per year - helping them gain new job skills and start new lives of independence. Every day, Goodwill assists more than 450 people in Austin and surrounding areas through employment programs and other services.

## VALUES

We believe employees will wish to work for us and will have successful careers if we create a respectful environment

We believe we must regularly create new, high quality employment and training opportunities that match the community's changing needs

We believe we must be financially stable to pursue our mission

We believe we can become more mission-effective by using new technology

We believe we must maintain, develop or acquire the physical resources that support our organization

We believe greater public awareness of our mission will result in more partnerships within the Central Texas communities we serve

We believe all Central Texans are entitled to an accessible world, which we will seek to create by eliminating barriers

We believe leadership grows within an environment of trust, respect, fairness, decisiveness and open communication, always focusing on the mission

**EMPLOYMENT/EXPERIENCE**

**START WITH YOUR PRESENT OR LAST JOB. INCLUDE ANY JOB-RELATED MILITARY SERVICE ASSIGNMENTS AND VOLUNTEER ACTIVITIES. YOU MAY EXCLUDE ORGANIZATIONS WHICH INDICATE RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, DISABILITIES OR OTHER PROTECTED STATUS.**

|                           |                               |           |  |
|---------------------------|-------------------------------|-----------|--|
| <b>EMPLOYER #1</b>        | <b>ADDRESS</b>                |           |  |
| <b>TELEPHONE NUMBER</b>   | <b>SUPERVISOR</b>             |           |  |
| <b>JOB TITLE</b>          | <b>WORK PERFORMED</b>         |           |  |
| <b>REASON FOR LEAVING</b> | <b>DATES EMPLOYED</b><br>FROM | <b>TO</b> | <b>HOURLY RATE/SALARY</b><br>STARTING                      FINAL |

|                           |                               |           |  |
|---------------------------|-------------------------------|-----------|--|
| <b>EMPLOYER #2</b>        | <b>ADDRESS</b>                |           |  |
| <b>TELEPHONE NUMBER</b>   | <b>SUPERVISOR</b>             |           |  |
| <b>JOB TITLE</b>          | <b>WORK PERFORMED</b>         |           |  |
| <b>REASON FOR LEAVING</b> | <b>DATES EMPLOYED</b><br>FROM | <b>TO</b> | <b>HOURLY RATE/SALARY</b><br>STARTING                      FINAL |

|                           |                               |           |  |
|---------------------------|-------------------------------|-----------|--|
| <b>EMPLOYER #3</b>        | <b>ADDRESS</b>                |           |  |
| <b>TELEPHONE NUMBER</b>   | <b>SUPERVISOR</b>             |           |  |
| <b>JOB TITLE</b>          | <b>WORK PERFORMED</b>         |           |  |
| <b>REASON FOR LEAVING</b> | <b>DATES EMPLOYED</b><br>FROM | <b>TO</b> | <b>HOURLY RATE/SALARY</b><br>STARTING                      FINAL |

| <b>FORMER EMPLOYER CONTACT</b> |                          |                          | <b>MAY WE CONTACT YOUR FORMER EMPLOYERS? IF NOT, PLEASE INDICATE BY NUMBER (1,2,3) WHICH ONES WE SHOULD NOT CONTACT AND WHY</b> |
|--------------------------------|--------------------------|--------------------------|---|
| <b>EMPLOYER</b>                | <b>NO</b>                | <b>YES</b>               | <b>REASON</b>   |
| #1                             | <input type="checkbox"/> | <input type="checkbox"/> |   |
| #2                             | <input type="checkbox"/> | <input type="checkbox"/> |   |
| #3                             | <input type="checkbox"/> | <input type="checkbox"/> |   |

**APPLICANT'S STATEMENT**

I CERTIFY THAT ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION, INCLUDING A POST OFFER CRIMINAL BACKGROUND CHECK. I HEREBY UNDERSTAND AND ACKNOWLEDGE THAT UNLESS OTHERWISE DEFINED BY APPLICABLE LAW, ANY EMPLOYMENT RELATIONSHIP WITH THIS ORGANIZATION IS OF AN "AT WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE EMPLOYER MAY DISCHARGE EMPLOYEE AT ANY TIME WITH OR WITHOUT CAUSE. IT IS FURTHER UNDERSTOOD THAT THIS "AT WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR BY CONDUCT UNLESS SUCH CHANGE IS SPECIFICALLY ACKNOWLEDGED IN WRITING BY AND AUTHORIZED BY THE PRESIDENT OF THIS ORGANIZATION. IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY RESULT IN DISCHARGE. I UNDERSTAND ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE EMPLOYER. MY SIGNATURE AUTHORIZES PAST EMPLOYERS TO RELEASE ANY REQUESTED INFORMATION CONCERNING MY EMPLOYMENT TO GOODWILL INDUSTRIES OF CENTRAL TEXAS. I UNDERSTAND THAT THE INFORMATION RELEASED MAY INCLUDE REASON FOR SEPARATION, REHIRE STATUS, AND ANY OTHER ADDITIONAL PERTINENT INFORMATION. I ALSO RELEASE ALL PAST EMPLOYERS FROM ANY LIABILITY CONCERNING THE REFERENCE THIS IS PROVIDED.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF PERSON COMPLETING FORM (OR TRANSLATING) IF OTHER THAN APPLICANT

**PRE-EMPLOYMENT AGREEMENT**

I FREELY AND VOLUNTARILY AGREE TO SUBMIT TO A URINALYSIS (DRUG SCREEN) AS PART OF MY APPLICATION FOR EMPLOYMENT. I UNDERSTAND THAT EITHER REFUSAL TO SUBMIT TO THE URINALYSIS SCREEN OR FAILURE TO QUALIFY ACCORDING TO THE MINIMUM STANDARDS ESTABLISHED BY THE COMPANY FOR THIS SCREEN MAY DISQUALIFY ME FROM FURTHER CONSIDERATION FOR EMPLOYMENT.

I FURTHER UNDERSTAND THAT UPON COMMENCEMENT OF EMPLOYMENT WITH THE COMPANY I MAY AGAIN BE REQUIRED TO SUBMIT TO A URINALYSIS SCREEN OR TESTED FOR IMPAIRMENT BY ALCOHOL. I UNDERSTAND THAT REFUSAL TO TAKE A REQUESTED TEST OR FAILURE TO MEET THE MINIMUM STANDARDS SET FOR THE TEST, MAY RESULT IN IMMEDIATE SUSPENSION OR DISCHARGE.

I HAVE READ IN FULL AND UNDERSTAND AND ACCEPT THE ABOVE STATEMENTS AND CONDITIONS OF EMPLOYMENT.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

DRIVER'S LICENSE/IDENTIFICATION CARD INFORMATION

STATE

NUMBER

EXPIRATION